



OFFICE OF BUDGET AND PROGRAM PLANNING
MEMO 1 - TIMETABLE FOR 2009 BIENNIUM EXECUTIVE BUDGET AND 2007 BIENNIUM ACTIONS

January 3, 2006

Date (2006)	Budget Development	Long-Range Planning	Legislation
Oct 17, 2005		Treasure State Endowment Program (TSEP) application forms available from the Dept of Commerce	
Jan	Governor's Budget and Policy staff meet with departments to examine high priority budget and legislative issues		
Jan 1		DNRC issues applications for the Renewable Resources Grant & Loan (RRGL) and Reclamation and Development Grant Program (RDGP) for RIT funds	
Jan 3	OBPP distributes Timetable for 2009 Biennium Executive Budget		
Jan 3	ITSD distributes instructions for IT agency plans and provides training to agency executives on strategic IT planning		
Jan 9	MBARS Capital Projects versions will be available to begin entering Capital Projects requests.	Dept of Administration (DofA) sends detailed instructions for major maintenance (MM) plan and Long Range Building Plan (LRBP) to agencies	
Jan 9-13	ITSD provides training to agencies on completion of their templates and agency IT plans		
Jan 16			OBPP issues instructions to agencies for Legislation Proposals for the 2007 session
Feb-March	OBPP analysts and LFD staff meet with agencies to plan reporting levels (RLs) and to review one-time-only appropriations (OTOs) file, which includes cats and dogs and direct transfers (ATs)		
Feb 13	OBPP transmits the Executive Planning Process (EPP) instructions for 2009 biennium EB proposals to agencies		
Feb 13	OBPP distributes leased vehicle information for agencies to use in requesting Motor Pool services		
Feb 14-15	OBPP provides EPP/MBARS training		
Feb 15		Agencies submit to A&E a brief description of all LRBP requests exceeding \$250,000	
Feb 28		Cultural and Aesthetic Grant (C&A) application formats available from the Montana Arts Council (MAC)	

Date (2006)	Budget Development	Long-Range Planning	Legislation
Feb/March		W2ASACT (Water, Wastewater, Solid Waste Action Coordination Team) Application Workshops-[Great Falls - Feb 22, Missoula-March 2, Billings-March 7] [CDBG grant workshop to follow on the next day with the exception of Missoula which precedes it.]	
March 1	State strategic information technology plan provided to the Governor by the CIO		
March 15	Agency IT plans due to ITSD		
April 1	Final Day for completion of all agency reorganizations and submittal of related BCDs to OBPP		
April - June	ITSD meeting with agencies on IT plans and projects		
April 14			Agencies Submit Legislation Proposals (concepts) to OBPP (Preliminary fiscal notes are to be prepared if proposal has a fiscal impact)
May 1	Agencies submit EPP Present Law Adjustments and New Proposals to OBPP		
May 1	Agencies submit leased vehicle survey forms to OBPP		
May 1	OBPP distributes final guidelines for submission of fixed costs/special purpose schedules and guidelines for submission of enterprise and internal service funds.		
May	Board of Regents approves MUS budget requests		
May/June	Agency EPP conferences		
May 1-31			OBPP sends EPP approvals for legislation authorized for drafting to agencies; follow-up agency conferences scheduled as needed through fall
May 5		TSEP application deadline - due to Dept of Commerce	
May 15	MUS FTE to be used in 2009 biennium Executive Budget due		
May 15		Applications for RRGL and RDGP due to DNRC	
May 15	Last day to finalize RLs and all types of OTOs with agencies and LFD; final decisions regarding which RL3s to print in EB [File maintenance will be required through FYE]		
Mid-May	OBPP/LFD meet to discuss inflation/deflation factors		
May 24	OBPP provides files of program indicators and paper copies of organization charts published in the EB to agencies for review and edits		
May 26		Community Development Block Grant (CDBG) public facilities application deadline	

Date (2006)	Budget Development	Long-Range Planning	Legislation
late May-Sept			Agencies present approved legislative proposals to interim legislative committees
Mid-June			Bill Drafting Workshops will be conducted by LSD at dates to be announced
June 30	Final date for agency IT plan approvals by ITSD		
July 1		LRBP requests and priority listings are due to DofA A& E division	
July 7	Agencies submit fixed cost and special purpose schedules that are to be included in the August Budget Instructions (Rent, Tort Claims, ITSD, SABHRS, Central Stores, Central Mail, P&G, Payroll, Surplus Property, SWCAP, SFCAP, Warrant Writer, Equipment List, Agency Legal Services, Natural Gas Procurement, Energy Conservation Program, Motor Pool, Grounds Maintenance, Legislative Audit, ARMS, Records Management)		
July 7	Agencies have all HR data processed and ready for snapshot for 2009 biennium personal services		
July 14	Final date for OBPP regular processing of FY 2006 BCDs		
July 19	OBPP sends EPP approval notices to agencies		
July 19	Personal Services snapshot taken based upon July 7th payroll.		
July 20	LAST DAY for <i>emergency</i> FY 2006 BCDs to OBPP		
July 21	FYE Closing - No BCD Processing		
Aug 1		C&A grant applications to Montana Arts Council postmarked on August 1	
Aug 2	OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors		
Aug 4	OBPP hosts fixed costs/inflation workshops for agencies to dialogue with service providers		
Aug 9	OBPP sends information regarding submission for supplemental appropriations (HB 3) and budget amendments (HB 4)		
Aug 11	OBPP sends EB request package to agencies		
Aug 14,15,16	OBPP offers MBARS/budget request training		
Aug 23-31	Agencies submit budget requests to OBPP in accordance with approved schedule including proprietary funds (Section R of HB 2)		
Aug 23-31	OBPP transmits all budget request to LFD		

Date (2006)	Budget Development	Long-Range Planning	Legislation
Sept	Budget/Legislation conferences with Agencies		
Sept 1	OBPP transmits base budget to LFD [statutory]		
Sept 8	Agencies with more than 20 FTE submit to OBPP the plan to reduce certain proposed budgets to 95% of the base budget (17-7-111(3)(f))		
Sept 13	Agencies submit files of program indicators and paper copy edits of organization charts for inclusion in the EB		
Sept 15	Interim Study Committee reports due; agencies adjust budget requests if necessary		Agencies submit Final Drafts of Appropriations Bills & significant legislation (with draft fiscal notes) to OBPP; conferences with the Governor's Office & OBPP are scheduled as needed
Oct	OBPP/ITSD/agency conferences on IT major budget requests		
Oct 16	Last day to submit supplemental appropriation requests (HB 3) to OBPP		
Oct 18-20		Agencies review and comment on LRBP and MM recommendations	
Oct 31			Agencies complete transmittal of final draft legislation to the LSD with copies to OBPP
Oct - Nov		Long-range planning agencies meet with OBPP and the Governor to review and discuss recommendations for projects to be funded	
Nov	Revenue & Transportation Interim Committee adopts economic assumptions/revenue estimates		
Nov 1	OBPP provides LFD with present law base budget [statutory]		
Nov 3	Agencies submit notice of current and new BAs for inclusion in HB 4		
Nov 15	OBPP transmits Executive Budget, including all Long-Range Planning recommendations, the information technology summary and the proposed pay plan schedule, to the LFD [statutory]		
late Nov	Legislative Caucuses [TBA]		
late Nov	Orientation for New Legislators [TBA]		
Nov 22	Last day to submit notice for additional BAs to be included in HB 4, as introduced		
Nov 29	OBPP mails/delivers Executive Budget to legislators and agencies and budget is available on the Internet		

Date (2006)	Budget Development	Long-Range Planning	Legislation
Dec 1	Last day to submit revisions to HB 3 supplemental appropriation requests		
Dec 1	Agencies confirm to the OBPP that their goals and objectives are current on the web page		
Dec 4	OBPP submits General Appropriations Act to LSD		
Dec 11			OBPP and agencies begin preparing fiscal notes on pre-introduced bills
Dec 11-12			OBPP conducts fiscal note training for all agencies
Dec 15	OBPP submits any amendments to preliminary EB to LFD [statutory]		
Dec 20	LFD finalizes the Legislative Budget Analysis		
Dec 26			5 o'clock LSD deadline for pre-introduction of bills
Jan 3, 2007	Legislature convenes		
Jan 3, 2007	OBPP/LFD/managing agencies distribute recommendations, information and analysis, including LRBP, RRGL, RDGP, TSEP, and C&A reports the Legislators and others		